

5.3 Assessor Certification

- [1] The QA Manager or his/her designee establishes and documents the certification of all RMRS Assessors and Lead Assessors using the Record of Assessor/Lead Assessor Certification Form, Appendix 3. As a minimum and without special emphasis areas, Assessors must first be qualified as a Quality Engineer, in accordance with Section 5.1

The minimum requirements for qualification as an Assessor or Lead Assessor are defined on the Record of Assessor/Lead Assessor Certification Form.

5.4 Assessor Certification Maintenance

- [1] The QA Manager or his/her designee maintains and annually reassesses continuing certification on the Record of Assessor/Lead Assessor Certification Form.
- [2] Assessors/Lead Assessors maintain certification by continued participation in planning, reviewing, assessing, and implementing the RMRS QA Program, as defined on the Record of Assessor/Lead Assessor Certification Form. The QA manager or his/her designee annually attests to continued participation and certification on the Record of Assessor/Lead Assessor Certification Form.
- [3] The QA Manager or his/her designee certifies assessors to conduct supplier evaluations on the Record of Assessor/Lead Assessor Certification Form. The criteria for certification are depicted on Appendix 3, page 2 of 2. Once certified to conduct supplier evaluations, continued maintenance of assessor certification will serve as continued maintenance of supplier evaluation certification.

5.5 Qualification and Certification Supporting Evidence

- [1] RMRS QA Personnel provide to the QA manager or his/her designee all supporting evidence of training, education, and experience as may be requested to support the qualification and certification process.

6. RECORDS

The following documents are initiated, processed or maintained as a result of this procedure and shall be processed as follows:

Record Identification	Record Type Determination	Protection / Storage Methods	Processing Instructions
Documents related to WIPP/LL/LLM : • COMPLETED QUALITY ENGINEER	<i>In-Process</i> WIPP/LL/LLM <i>Quality Assurance</i>	Quality Engineers shall implement reasonable level of protection to prevent loss	Continue prescribed processing of document.

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<p>QUALIFICATION FORM & ATTACHMENTS</p> <ul style="list-style-type: none"> • COMPLETED SUPPLEMENTAL DOCUMENT FAMILIARITY LIST • COMPLETED ASSESSOR/LEAD ASSESSOR CERTIFICATION FORM AND ATTACHMENTS 	<p><i>Record</i></p>	<p>and/or degradation while in process. Document(s) shall be protected utilizing standard office filing equipment and methods when not in use.</p>	<p>Upon approval and authentication, handle and control as a <i>WIPP/LL/LLM QA Record</i></p>
	<p><i>WIPP/LL/LLM Quality Assurance Record</i></p>	<p>Records shall be transmitted to the NQA-1 Waste Records Center within 1 working day of completion and authentication. During this 1 working day, records shall continue to be protected in a manner to prevent loss and degradation. When records are not transmitted within 1 day, they shall be stored in 1 Hour fire rated cabinet for a period not to exceed 6 months.</p>	<p>Transmit records to the NQA-1 Records Center per 1-PRO-077-WIPP-005.</p>

<p>Documents <u>NOT</u> related to WIPP/LL/LLM :</p> <ul style="list-style-type: none"> • COMPLETED QUALITY ENGINEER QUALIFICATION FORM & ATTACHMENTS • COMPLETED SUPPLEMENTAL DOCUMENT FAMILIARITY LIST • COMPLETED ASSESSOR/LEAD ASSESSOR FORMS AND ATTACHMENTS 	<p><i>Quality Assurance Record</i></p>	<p>Quality Engineers shall implement reasonable level of protection to prevent loss and/or degradation while in process. Document(s) shall be protected utilizing standard office filing equipment and methods while in process.</p>	<p>Continue prescribed processing of document(s)</p> <p>Upon approval and authentication, transmit to the RFETS Training Records Center. The QA organization will maintain a copy in 1Hr. fire rated cabinet for updates.</p>
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7. REFERENCES

- DOE Order 5700.6C, Quality Assurance
- 10 CFR 830.120, Quality Assurance Requirements, May 1994
- RMRS-QAPD-001, Quality Assurance Program Description
- 95-ENG-WELD-0052, RMRS Welding Plan
- ASME NQA-1, Quality Assurance Program Requirements for Nuclear Facilities, 1994
- ISO 10011-2:1991, Guidelines for Auditing Quality Systems-Part 2: Qualification Criteria for Quality System Auditors
- RMRS Contract with Kaiser-Hill No. KH00003NS1A, July 1995
- Kaiser-Hill Site Quality Assurance Program
- 3-G63-PQA-02.01, Qualification of Procurement Quality Assurance Audit Personnel
- 1-N92-ADM-02.03, Training, Qualification, and Certification of Independent Auditors and Assessors